



King County

**COMMUNITY RELATIONS COORDINATOR
(ADMINISTRATOR III)
DEPARTMENT OF EXECUTIVE SERVICES
RECORDS, ELECTIONS & LICENSING SERVICES DIVISION
ANIMAL SERVICES AND PROGRAMS SECTION
Annual Salary Range \$57,986 - \$73,501
Job Announcement No.: 03ES3172
OPEN: 02/10/03 CLOSE: 02/24/03**

WHO MAY APPLY: This career service position is open to all career service employees, all other Executive Branch regular exempt employees, and current probationary employees who achieved career service status in a previous position.

WHERE TO APPLY: Required forms and materials **must** be sent to: **King County Human Resources Division, 500 4th Ave, Room 450, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Benjamin Leifer, Manager, Animal Services and Programs at (206) 205-6306 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Primary work location is King County Animal Shelter, 21615 – 64th Ave. S., Kent WA 98032.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This position works a 40-hour workweek, Monday through Friday. Hours may vary depending on activities and evening or weekend work may be required.

PRIMARY JOB DUTIES INCLUDE:

This position is responsible for performing and overseeing a range of duties involving volunteer and foster program development, marketing/promotion and public relations, administration and managing special projects.

1. Plan, develop, implement and evaluate new shelter volunteer program. Recruit, train and motivate volunteers. Supervise and deploy volunteers consistent with applicable policies and labor agreements.
2. Expand and coordinate Foster Volunteer program. Collaborate with shelter staff to train foster volunteers in animal care. Develop systems to track numbers and status of animals in care with foster homes. Coordinate Private Placement program.
3. Staff the Animal Control Citizen's Advisory Committee.
4. Organize and implement media promotion activities (e.g., for pet adoptions, pet licensing, and "pet of the week"), news releases, community events and public presentations. Organize special events (e.g., Adoptathon, fund-raising), news conferences, and forums.
5. Write information proposed for website, media releases, handouts, brochures, reports, promotional materials, signs and other printed or electronic materials. Upload and maintain photographs and information about animals on website.
6. Establish and maintain successful relationships with volunteer groups and service organizations, other animal care and control agencies, suburban cities and the general public, as well as with staff. Serve as technical resource and specialist in volunteer programs, marketing, and other assigned areas.

7. Participate in development and implementation of strategies to license more dogs and cats through marketing and other means.
8. Establish relationships with philanthropic groups and individuals for resource development; write grant applications and related written materials and perform related duties.
9. Represent the Section in community meetings, forums and events.
10. Respond to citizen and customer inquiries, research questions as needed (e.g., examine applicable animal control or zoning ordinances and accurately interpret provisions pertinent to citizen needs).
11. Assess identified operations, analyze trends and data, and make recommendations on customer service improvement methods, cost efficiency or other outcomes.
12. Participate in administrative projects, perform problem solving and develop implementation strategies for programs and initiatives.
13. Assist in providing direction and oversight to assigned staff.

QUALIFICATIONS:

1. Bachelor's degree in marketing, public administration or business or other field related to the position, or the equivalent in demonstrated experience on a year for year basis.
2. Excellent verbal and written communication skills. Effective listening and problem-solving skills.
3. Outstanding customer service skills. Demonstrated ability to develop and maintain effective working relationships with others.
4. Demonstrated experience and skills in recruiting, training, managing and motivating volunteers. Ability to organize and monitor the work of volunteers, and resolve conflicts. Demonstrated experience as an effective team leader.
5. Advanced knowledge and minimum three years of demonstrated skills in development, implementation and evaluation of marketing, promotion, media relations, and public relations.
6. Demonstrated skills in planning, coordinating, and implementing special events, conferences, and community and public presentations.
7. Demonstrated skills in project management and program analysis. Strategic planning knowledge.
8. Demonstrated computer proficiency using Word, Excel, Outlook e-mail and the Internet. Desktop publishing skills preferred (e.g., PageMaker or the equivalent.) Skills in Access desired.
9. Experience in an animal control or animal welfare agency, pet rescue organization or other mainstream animal services group is desirable. (May be satisfied by volunteer work.)

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License or the ability to travel throughout King County in a timely manner.

UNION MEMBERSHIP: This position is non-represented.

CLASS CODE: 281401 SEQUENCE NUMBER: 0637